

**ABERDEEN BOARD OF PARKS & RECREATION
MONTHLY TREASURER'S REPORT
APRIL 2006**

4-May-06

I. PROGRAM SUMMARY

PROGRAM ACCOUNT	04/01 BALANCE	INCOME	EXPENSE	04/30 BALANCE
01: General Fund	\$7,953.72	-\$4,083.47	-\$1,496.67	\$2,373.58
03: Golden Age Club	2,541.87	128.50	-81.20	2,589.17
06: Ballet/Jazz/Tap	4,790.19	801.25	-2,044.00	3,547.44
07: Gymnastics	1,200.61	0.00	-372.00	828.61
09: Soccer	5,688.20	500.00	0.00	6,188.20
10: Weightlifting	9,815.81	767.50	-55.00	10,528.31
11: Basketball	3,760.49	1,018.85	-306.00	4,473.34
14: Tae Kwon Do	1,212.27	430.00	0.00	1,642.27
15: Aikido	6,893.63	0.00	0.00	6,893.63
16: Wrestling	1,696.09	0.00	0.00	1,696.09
20: Tennis	631.11	200.00	0.00	831.11
30: Baseball	21,684.53	2,640.00	-8,017.49	16,307.04
31: Youth Softball	2,385.27	11,710.70	-11,241.27	2,854.70
40: Football	4,621.63	8,335.00	-100.00	12,856.63
41: Football Cheerleading	1,362.22	1,310.00	-680.00	1,992.22
43: North Bay Rugby	1,116.05	225.00	0.00	1,341.05
46: Skateboard Park	5,387.31	631.30	-432.01	5,586.60
48: Martial Arts Unlimited	4,399.53	0.00	0.00	4,399.53
49: North Bay Rugby Youth Pgm	2,021.33	2,400.00	-353.71	4,067.62
50: Chess Club	6.88	0.00	0.00	6.88
53: Basketball Cheerleading	2,039.22	0.00	0.00	2,039.22
57: Inline Skating	0.00	0.00	0.00	0.00
59: Extended Football Cheerldg	124.82	0.00	0.00	124.82
60: Summer Concerts	151.00	0.00	0.00	151.00
62: Parks/Special Events	5,040.19	150.00	0.00	5,190.19
64: Ripken World Series Team	220.90	0.00	0.00	220.90
67: SwanFest	8,794.08	2,755.00	0.00	11,549.08
68: Jean Davis Memorial Fund	1,785.00	0.00	0.00	1,785.00
70: Special Projects	7,641.00	1,000.00	0.00	8,641.00
71: Summer Basketball Academy	1,220.00	550.00	0.00	1,770.00
00: No Deposit Slip	191.00	0.00	0.00	191.00
TOTALS	\$116,375.95	\$31,469.63	-\$25,179.35	\$122,666.23

II. DEPOSITS BY PROGRAM

DATE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND		
04/05	59.98	City \$ - USB Wireless NIC
04/05	131.38	City \$ - Ink Cartridges (4)
04/12	1,045.00	City \$ - Volunteer Recognition (Ann Dinner)
04/05	-59.98	City \$ TFR - Gen Fund - USB NIC
04/05	-131.38	City \$ TFR - Gen Fund - Ink Cartridges
04/05	-1,000.00	City \$ TFR - Spec Activities
04/12	-295.70	City \$ TFR - Softball (Field Locker)
04/12	-1,045.00	City \$ TFR - Gen Fund - Ann Dinner
04/12	-458.85	City \$ TFR - Basketball (Scoreboard)
04/12	-1,800.00	City \$ TFR - Baseball (Equip)
04/19	-150.00	City \$ TFR - Skateboard (RampMaint)
04/19	-140.00	City \$ TFR - Skateboard (Gear/Parts Box)
04/19	-25.90	City \$ TFR - Skateboard (Telephones Svc)
04/19	-60.00	City \$ TFR - Skateboard (First Aid)
04/30	-180.00	City \$ TFR - Skateboard (Port-a-pots)
04/28	-24.90	Items Deposited Fee
04/28	-3.00	Check Enclosure Fee
04/28	47.55	HCCSB Pepsi revenue
04/28	2.76	Interest (Bank of America)
04/30	4.57	Interest (Harford Natl Bank)
** Subtotal **		-4,083.47
** PROGRAM 03: GOLDEN AGE CLUB		
04/11	116.50	Greerting Card Sales
04/28	12.00	Dues
** Subtotal **		128.50
** PROGRAM 06: BALLET/JAZZ/TAP		
04/04	164.00	Commission from Photographer
04/05	40.00	Costume
04/10	642.25	Ticket money
04/13	-5.00	Bad Chk Svc Chg (K. Burks)
04/13	-40.00	Bad Check (Kibwana Burks)
** Subtotal **		801.25
** PROGRAM 09: SOCCER		
04/05	500.00	County \$
** Subtotal **		500.00
** PROGRAM 10: WEIGHTLIFTING		
04/05	200.00	County \$
04/11	360.00	Dues
04/11	27.50	Annual Dinner
04/21	120.00	Dues
04/28	60.00	Dues
** Subtotal **		767.50

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 11: BASKETBALL			
04/05	60.00	County \$	
04/05	500.00	County \$	
04/12	458.85	City \$ - Tabletop Scoreboard	
** Subtotal **			1,018.85
** PROGRAM 14: TAE KWON DO			
04/19	430.00	Registrations	
** Subtotal **			430.00
** PROGRAM 20: TENNIS			
04/05	200.00	County \$	
** Subtotal **			200.00
** PROGRAM 30: BASEBALL			
04/05	500.00	County \$	
04/07	340.00	Registrations	
04/12	1,800.00	City \$ - 1st Aid Kits, Ice Bags, Equip	
** Subtotal **			2,640.00
** PROGRAM 31: YOUTH SOFTBALL			
04/05	360.00	Registrations	
04/05	300.00	County \$	
04/05	200.00	Sponsors	
04/06	1,272.00	Fundraiser & Camp Money	
04/06	1,636.25	Fundraiser & Camp Money	
04/12	1,411.50	Ripken Camp payments	
04/12	295.70	City \$ - Field Locker	
04/24	150.00	Ripken Camp Donation (McDonalds)	
04/24	85.25	Ripken Camp	
04/27	6,000.00	Ripken Camp Donation (MLB Players Assn)	
** Subtotal **			11,710.70
** PROGRAM 40: FOOTBALL			
04/05	105.00	County \$	
04/26	8,230.00	Registrations	
** Subtotal **			8,335.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
04/04	350.00	Registrations	
04/10	680.00	Fundraiser	
04/10	100.00	?	
04/17	180.00	Discount Card Fundraiser	
** Subtotal **			1,310.00
** PROGRAM 43: NORTH BAY MEN'S RUGBY			
04/20	225.00	Registrations	
** Subtotal **			225.00

II. DEPOSITS BY PROGRAM (CONT)

DATE	AMOUNT	DESCRIPTION	
** PROGRAM 46: SKATEBOARD PARK			
04/19	25.90	City \$ - Telephone Service (N. Deen)	
04/19	150.00	City \$ - Rustoleum & Ramp Maint	
04/19	60.00	City \$ - First Aid Supplies	
04/19	140.00	City \$ - Safety Gear & Parts Box	
04/30	180.00	City \$ - Port-a-pots (3 months)	
04/21	75.40	Soda Machine	
** Subtotal **			451.30
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
04/12	1,440.00	Summer registrations	
04/12	600.00	Summer registrations	
04/20	350.00	Registrations	
** Subtotal **			2,400.00
** PROGRAM 62: PARK/SPECIAL EVENTS			
04/11	50.00	Festival Park reservation	
04/28	100.00	Festival Park reservation	
** Subtotal **			150.00
** PROGRAM 67: SWANFEST			
04/05	1,155.00	County \$	
04/05	200.00	Bridal Show	
04/11	400.00	Bridal Show	
04/21	400.00	Bridal Show	
04/21	160.00	Nature Camp	
04/28	40.00	SwanFest	
04/28	400.00	Bridal Show	
** Subtotal **			2,755.00
** PROGRAM 70: SPECIAL PROJECTS			
04/05	1,000.00	City \$ - Special Activities	
** Subtotal **			1,000.00
** PROGRAM 71: SUMMER BASKETBALL ACADEMY			
04/10	450.00	Registrations	
04/24	100.00	Registrations	
** Subtotal **			550.00
*** Total ***			31,469.63

III. CHECKS BY PROGRAM

DATE	CHECK	PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 01: GENERAL FUND				
04/12	21526	The Printing Press	68.00	Letterhead (1000) Inv #1091
04/12	21527	The Printing Press	93.00	Envelopes (2000) Inv #1090,
04/12	21528	Bel Air Recreation Commit	1045.00	Annual Dinner (38 @ \$27.50)
04/05	VISA	Staples	44.68	3-hole punch - Treas
04/03	VISA	NetZero	9.95	Internet service (Office)
04/04	VISA	TigerDirect	59.98	USB Wireless NIC
04/04	VISA	TigerDirect	131.38	Ink cartridges (4) - Treas
04/07	VISA	Staples	44.68	3-holes Punch
**	Subtotal	**		1,496.67
** PROGRAM 03: GOLDEN AGE CLUB				
04/12	21522	Carole Perkins	81.20	Petty cash reimbursement
**	Subtotal	**		81.20
** PROGRAM 06: BALLET/JAZZ/TAP				
04/12	21519	Kelly Pettigen	108.00	Salary (Mar-Apr) 12 hrs@\$9.0
04/12	21520	Sarah J. Watt	1034.00	Salary (Mar-Apr) 47 hrs@\$22
04/12	21524	Leslie Perry	902.00	Salary (Mar-Apr) 41 hrs@\$22
**	Subtotal	**		2,044.00
** PROGRAM 07: GYMNASTICS				
04/26	21546	Bethany F. Papp	84.00	Salary (7 hrs @ \$12) Mar-Apr
04/26	21547	Karen E. Otto	63.00	Salary (Apr) 3 hrs @ \$21.00
04/26	21548	Elizabeth G. Cornelison	225.00	Salary (Mar-Apr) 18 hrs@\$12
**	Subtotal	**		372.00
** PROGRAM 10: WEIGHTLIFTING				
04/12	21525	Denton Spring Water Co.	55.00	Water (8 @ \$6.75), ConeCups
**	Subtotal	**		55.00
** PROGRAM 11: BASKETBALL				
04/05	21516	Fred Cirrani	306.00	Official (Jan-Feb) 17 gms
**	Subtotal	**		306.00
** PROGRAM 30: BASEBALL				
04/12	21523	Classic Team Sports	1959.00	1st Aid Kits, Ice Packs, Bats
04/12	21535	Harford Co. Dept of Parks	67.80	Soil amendment(10 50-lb bags
04/26	21545	The Printing Press	87.00	Tickets for \$500 GasCard(3K)
04/26	21549	Classic Team Sports	360.00	RIF #10 Baseballs(12 dz@\$30)
04/26	21550	Classic Team Sports	864.00	Baseballs (12 dz LLB @\$36)
04/26	21551	Your Name Here, Inc.	4679.69	Uniforms (29 dz pair sox)
**	Subtotal	**		8,017.49
** PROGRAM 31: YOUTH SOFTBALL				
04/12	21531	Dante's Pizza	1812.50	Pizza Fundraiser Cost
04/12	21532	Ripken Baseball	2507.25	Softball Camp Registrations
04/12	21533	Bob Ferdiani	310.52	Reimbursement for fld locker
04/12	21534	K & J Athletic Apparel	567.00	Uniforms (15@\$38) & TeamMoms

III. CHECKS BY PROGRAM (CONT)

DATE	CHECK PAYEE	AMOUNT	DESCRIPTION
** PROGRAM 31: YOUTH SOFTBALL (CONT)			
04/26	21543 Ripken Baseball	6000.00	Softball Camp Reg [MLBPA]
04/26	21544 The Printing Press	44.00	Tickets for \$300 Wal-Mart Gift
** Subtotal **			11,241.27
** PROGRAM 40: FOOTBALL			
04/12	21530 Sanford Fisher	100.00	Change for registrations
** Subtotal **			100.00
** PROGRAM 41: FOOTBALL CHEERLEADING			
04/12	21529 Scholars Discount Card	680.00	Discount Card Fundraiser Pay
** Subtotal **			680.00
** PROGRAM 46: SKATEBOARD PARK			
04/19	21537 Verizon	25.90	Telephone service @ N Deen
04/19	21538 Cynthia M. Pike	6.11	Lock [Target]
04/19	21539 Wal-Mart	60.00	First Aid & Misc Supplies
04/19	21540 Home Depot	150.00	Rustoleum & Ramp Maint Supplies
04/19	21541 Skatology Board Shop	140.00	Safety Gear & Parts Box
04/19	21542 Cynthia M. Pike	50.00	Spring Season Startup cash
** Subtotal **			432.01
** PROGRAM 49: NORTH BAY RUGBY YOUTH PGM			
04/26	21552 Ellen Hickey	82.54	Water & refreshments (4 gms)
04/26	21553 PRU High Schools	175.00	Potomac Rugby Union HS tourn
04/26	21554 Ellen Hickey	96.17	Hosting supplies (4/09 Girls)
** Subtotal **			353.71
*** Total ***			25,179.35

IV. VENDING MACHINES SUMMARY

The revenue from the Parks & Rec **Pepsi**, **Juice**, and **Candy** machines (located on the 2nd floor of our building) goes into 01: GENERAL FUND to assist all programs. To reduce the detail in a meaningful way, only the monthly *net profit* summaries for the past six months are shown below; the totals at the bottom are cumulative.

NET PROFIT	PEPSI MACHINE	NEW BEVERAGE	CANDY MACHINE	TOTAL
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November	\$62.60	\$0.00	\$0.00	\$62.60
December	\$0.00	\$0.00	\$0.00	\$0.00
January '06	\$0.00	\$0.00	\$0.00	\$0.00
February	\$61.45	\$0.00	\$0.00	\$61.45
March	\$84.33	\$0.00	\$0.00	\$84.33
April	\$47.55	\$0.00	\$0.00	\$47.55
TOTAL - LAST 6 MON	\$255.93	\$0.00	\$0.00	\$255.93
AVG PER MONTH	\$42.66	\$0.00	\$0.00	\$42.66

V. TREASURER'S NOTES

1. UNIDENTIFIED DEPOSITS:

a. A \$41 deposit was made on 12/2/05 through a Bank of America teller (vs. our deposit slips) and didn't annotate the program name on it. Additionally, the pink (Treasurer's) copy was never turned in. Since all programs on page 1 of this report share the same bank account, I am unable to credit this deposit to it's rightful owner. To claim this deposit, please submit the pink copy to the Treasurer (as per Board policy). If unclaimed after 6 months, it will be transferred to the General Fund.

b. A \$150 deposit was made on 3/16/06 on our deposit slip but failed to identify program name. Please contact me if this is yours'.

2. CITY MONEY TRANSACTIONS:

01 GENERAL FUND	Computer/Office supplies	\$191.36
01 GENERAL FUND	Volunteer Recognition - Annual Dinner	\$1,045.00
11 BASKETBALL	Scoreboard	\$458.85
30 BASEBALL	Equipment	\$1,800.00
31 SOFTBALL	Field locker	\$295.70
46 SKATEBOARD PARK	Phone service N. Deen	\$25.90
46 SKATEBOARD PARK	First Aid, Gear/Parts Box, Ramp Maint	\$350.00
46 SKATEBOARD PARK	Port-a-pot rentals (3 months)	\$180.00

3. DEPOSIT SLIPS:

a. Extra deposit slips are kept in the office on the shelf below the mailboxes.

b. We also keep a *For Deposit Only* rubber stamp in the center drawer of the desk to stamp the back of checks (although the bank is no longer a stickler about this).

c. Please list checks by name instead of number.

d. All programs share the same account. Be sure to legibly print your **Program Name** below the *Aberdeen Board of Parks And Recreation* title bar. Please also jot down what the deposit is for (e.g., Registrations, Pizza Fundraiser, Sponsors, etc.); if multiple sources, please provide a breakdown (e.g., \$102 Registrations, \$200 Fundraiser).

e. The deposit slips have 3 copies. The bank keeps the top (white) one and returns a pink and yellow copy to you. Please forward the **pink copy** to me so I can keep our records up to date. You may leave it in the *Deposit Slip* docket in the office mailbox (just above the *Check Request* docket); you may also mail it to me at the office address (Aberdeen Parks & Rec, 34 N. Philadelphia Blvd., Aberdeen, MD 21001-2511). If you fail to do so, your account will be understated until I get the monthly bank statement; even then, I have to ask the bank for copies of missing deposit slips and this delays finalization of my monthly Treasurer's Report by several days.

V. TREASURER'S NOTES (CONT)

4. CHECK REQUESTS:

a. Blank check requests are kept in the office on the shelf beneath the mailboxes. Requests *under \$100* may be approved by your Board liaison; requests *over \$100* must be approved by the Board (at a monthly meeting or via a phone poll conducted by your liaison).

b. Please leave the completed request in the *Check Request* docket of the mailboxes in the office. Alternatively, you may mail them (using the address in *3e* above) or fax them (410-273-5633).

c. I cut checks *every week, 52 weeks a year*. *Cut-off* is approximately **5:00 PM each Wednesday**. I write the checks and mail them each Wednesday evening; specify on the request form whether you need it mailed to you or to the vendor, etc.; if to you, specify whether to the office or your home address. Checks are no longer hand-carried back to your office mailbox so please consider this when you specify delivery option.

d. **EMERGENCY ONLY:** Phone the check details to me or leave them on my answering machine by **8:00 PM TUESDAY** and I'll write the check Tuesday evening and drop it off in the office Wednesday (when I pick up Check Requests). [*Payee, Amount, What For, Invoice # (if applicable), 410-272-9491*] I only make one trip to the office per week so, if you neglect to make prior arrangements with me, your request will be handled routinely--no matter what you write on your request.

5. CITY MONEY:

a. The City Money allocations in part VI (next page) expire on 6/30/06. Except for Skateboard Park (still in progress) the Board pulled back all unspent funds as of 5/1/06. The funds will be reallocated by the Board to ensure they are used within this FY (i.e., by 6/30/06).

b. The City Money allocations in part VII (last page) can be used effect 7/1/06.

6. WEBSITE: www.aberdeenpr.com

Gene Gall
Treasurer

VI. FY 05 CITY BUDGET STATUS

As Of 05/04/2006

	BUDGETED	USED	BALANCE
01: GENERAL FUND			
Computer/Office Equipment	\$1,201.05	\$1,201.05	\$0.00
Fire/Treasurer Bond Premium	\$353.00	\$353.00	\$0.00
Volunteer Recognition	\$1,045.00	\$1,045.00	\$0.00
Postage Meter & Contingencies	\$2,087.68	\$748.37	\$1,339.31
SUBTOTAL	<u>\$4,686.73</u>	<u>\$3,347.42</u>	<u>\$1,339.31</u>
07: GYMNASTICS			
Liability Insurance	\$0.00	\$0.00	\$0.00
09: SOCCER			
3 sets uniforms, new goals for U-8, new nets	\$1,200.00	\$1,200.00	\$0.00
1st aid kits, shin guards, ice packs, etc	\$300.00	\$300.00	\$0.00
11: BASKETBALL			
New basketballs (24 @ \$22)	\$314.79	\$314.79	\$0.00
Uniforms (20 sets @ \$36)	\$966.50	\$966.50	\$0.00
Ball bags, lanyards, whistles, ref jerseys	\$88.13	\$88.13	\$0.00
Multipurpose scoreboard	\$458.85	\$458.85	\$0.00
30: BASEBALL			
Bats, bases, catchers' equip, etc	\$1,500.00	\$1,500.00	\$0.00
1st aid kits, ice packs, etc	\$300.00	\$300.00	\$0.00
31: SOFTBALL			
Batting helmets, bases, catchers equip	\$304.30	\$304.30	\$0.00
Field locker	\$295.70	\$295.70	\$0.00
40: FOOTBALL			
Storage shed (Home Depot)	\$1,120.00	\$1,120.00	\$0.00
Cotton candy & snowball machines	\$1,453.00	\$1,453.00	\$0.00
Coaches shirts (60) partial reimbursement	\$427.00	\$427.00	\$0.00
41: FOOTBALL CHEERLEADING			
Cheerleading uniforms	\$860.00	\$860.00	\$0.00
46: SKATEBOARD PARK			
Maint, safety gear, 1st aid, etc	\$350.00	\$350.00	\$0.00
Portable toilet (10 months @ \$60)	\$600.00	\$435.00	\$165.00
Phone service (12 months @ \$29)	\$350.00	\$253.60	\$96.40
49: NORTH BAY YOUTH RUGBY			
1st aid supplies for 5 teams	\$211.89	\$211.89	\$0.00
Replacement jerseys U-19 team	\$723.11	\$723.11	\$0.00
USA Rugby liability insurance	\$1,140.00	\$1,140.00	\$0.00
53: BASKETBALL CHEERLEADING			
Coaching clinics, videos	\$0.00	\$0.00	\$0.00
60: SUMMER CONCERTS			
10 Tuesday Concerts @ \$300	\$3,000.00	\$3,000.00	\$0.00
Helper's salary (10 x \$30)	\$300.00	\$300.00	\$0.00
Sodas	\$50.00	\$50.00	\$0.00
70: SPECIAL PROJECTS			
Athletic Lighting Fund	\$1,000.00	\$1,000.00	\$0.00
	<u>\$22,000.00</u>	<u>\$20,399.29</u>	<u>\$1,600.71</u>

VII. FY 06 CITY BUDGET REQUESTS
For Fiscal Year 07/01/2006 - 06/30/2007
As Submitted 03/13/06

	AMOUNT APPROVED
01: GENERAL FUND	
Computer/Office Equipment	\$1,000.00
Fire/Treasurer Bond Premium	\$500.00
Volunteer Recognition	\$1,000.00
Postage Meter & Contingencies	\$778.00
SUBTOTAL	<u>\$3,278.00</u>
06: BALLET	
Master classes for instructors	\$400.00
8' free standing barre w/barres both sides	\$298.00
07: GYMNASTICS	
Liability Insurance	\$1,000.00
09: SOCCER	
Uniforms, socks and nets	\$1,200.00
Safety items, 1st aid kits, ice packs, etc	\$300.00
11: BASKETBALL	
New basketballs (30 @ \$22)	\$720.00
Uniforms (20 sets @ \$40)	\$800.00
Ball bags, whistles, grease boards, etc	\$614.00
30: BASEBALL	
Bats, bases, catchers' equip, etc	\$1,200.00
1st aid kits, ice packs, etc	\$300.00
31: SOFTBALL	
Face guards for all batting helmets	\$300.00
Large gear bags & ball bags per team	\$100.00
1st aid kits, ice packs	\$300.00
40: FOOTBALL	
Recondition helmets (200)	\$4,000.00
1st aid equipment & equipment replacement	\$1,000.00
43: NORTH BAY RUGBY MEN	
1st aid supplies	\$125.00
Tackle bags	\$215.00
46: SKATEBOARD PARK	
Maintenance - Ramps	\$200.00
1st aid supplies & disinfectant	\$80.00
Safety gear	\$200.00
Phone & answering machine replacements	\$90.00
Phone service (12 months @ \$25)	\$300.00
Portable toilet (10 months @ \$80)	\$800.00
49: NORTH BAY YOUTH RUGBY	
1st aid supplies for 5 teams	\$350.00
Replacement jerseys for Girls' team	\$1,450.00
Coaches online certification (5 @ \$40)	\$200.00
53: BASKETBALL CHEERLEADING	
Literature & videos for coaches	\$200.00
60: SUMMER CONCERTS	
Performer fees	\$3,000.00
Helper's salary (10 @ \$30)	\$300.00
Banner data change	\$50.00
Sodas	\$50.00
70: SPECIAL PROJECTS	
Athletic Lighting Fund	\$500.00
71: SUMMER BASKETBALL ACADEMY	
Whistles, basketballs, uniforms, etc.	\$500.00
TOTAL	<u><u>\$24,000.00</u></u>